



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

INFORMATIONAL LETTER NO.1166

DATE: September 10, 2012

TO: Iowa Medicaid Providers (Excluding Individual Consumer Directed Attendant Care)

ISSUED BY: Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)

RE: Enrollment Renewal 2012- **Reminder**

EFFECTIVE: **Immediately**

The IME announced the launch of enrollment renewal in May 2012. Enrollment renewal is a requirement for all active providers to remain active in the Iowa Medicaid program. Providers who fail to complete enrollment renewal by December 31, 2012, will be terminated as an Iowa Medicaid provider.

All Iowa Medicaid providers (excluding individual Consumer-Directed Attendant Care) will complete enrollment renewal electronically on the Iowa Medicaid Portal Access (IMPA) system at: <https://secureapp.dhs.state.ia.us/imp/>. The provider will:

- Legally accept the new agreement.
- Verify a listing that identifies each professional and institutional component of the provider organization and structure.
- Complete the Ownership and Control Disclosure.

To start the online renewal process, please refer to Informational Letter No.1128 dated May 15, 2012.

To check your enrollment renewal status login to IMPA and open the Re-Enrollment section and enter your Tax Identification Number. If the status indicates anything other than *complete*, then the renewal process has not been completed. In some cases the final step of the process requires providers to print and mail specific documentation to the IME. Some providers have completed the online steps, however, have failed to submit the required supporting documentation.

The IME appreciates your partnership as we work together to serve the needs of Iowa Medicaid members

If you have any questions regarding enrollment renewal, please contact the IME Provider Services Unit at 1-800-338-7909, or locally at 515-256-4609, Option 5 or by email at imeproviderservices@dhs.state.ia.us.